Approved For Release 2

CIA INTERNAL USE UNLI

TRAINING

NUMBER 41

JOB NO. 178-03921A BOX NO. FOLDER NO. _31 TOTAL TOCS HEREIN _1_



AUGUST 1958

CONTENTS

THE BULLETIN BOARD .	•	•	•	•	•	•	•	•	•	1
EXTERNAL TRAINING .	•			•				•		14
REGISTRAR'S REMINDERS									•	17
DIRECTORIES										20

/ REV DATE// 04 80 BY 0/899 JUST 22 NEXT REV 2010 AUTH: HR 10-2 Approved For Release 2001/06/09 : CIA-RDP79_03921A000200310001-1

CIA INTERNAL USE ONLY

The Bulletin Board

READING IMPROVEMENT COURSES DISCONTINUED

The Office of Training's Reading Improvement program has been discontinued.

Requirements for training in this field will be met, as appropriate, by outside training facilities in the Washington area. Training Officers should discuss their requirements with the Registrar/TR, before submission of Form 136, Request for Training at Non-CIA Facility.

COURSES OFFERED BY OFFICE OF COMPTROLLER

Three courses will be presented by the Office of the Comptroller during the fall of 1958. These will be "Principles and Processes of Government Budgeting", "The Development of Budget Estimates", and "Cost Principals".

Announcement of dates of these courses will be made later, through the O/Comptroller.

REDUCED ENROLLMENT
IN TWO INTELLIGENCE ORIENTATION
COURSES

The auditorium of R & S Building has been reserved during October and November for a special training program. Consequently, two <u>Intelligence Orientation</u> courses, one beginning 20 October, and another, 17 November, have been scheduled to be presented in Room 2241 of R & S.

The seating capacity of Room 2241 requires that enrollment in each of these two courses be limited to 40 students. Registrar/TR recommends that, wherever possible, Training Officers schedule as many as possible for the <u>Intelligence Orientation</u> course which begins 8 September, or that they defer some enrollments until the January, 1959 course.

All other scheduled presentations of the <u>Intelligence</u> <u>Orientation</u> will be held in the R & S auditorium.

Approved For Release 2001/06/09 : CIA PDP78-03921A00020031000141

CIA INTERNAL USE ONLY

PETB NOW REQUIRED FOR SUPERVISION AND MANAGEMENT COURSES

The Professional Employees Test Battery will now be required for admission to OTR's Introduction to Supervision, Basic Supervision, and Basic Management courses. This oneday test is administered by the Assessment and Evaluation Staff/OTR. every Friday, beginning 0830 hours, in Room 1331 R & S Building.

Some employees may have completed PETB during EOD processing; others may have completed it before enrollment in OTR courses for which it is a prerequisite, namely: Intelligence Orientation (Phases I and II), Operations Support, Operations Familiarization, Operations, Communist Party Organization and Operations, and Audio-Countermeasures. who have not taken PETB and who plan to take Supervision, Management - or other courses that require it for admission - should consult their Training Officers who will make the necessary arrangements for them to take the test.

OTR'S LONG-TERM SCHEDULE PUBLISHED

The Office of Training has published its Long-term Schedule of courses for the period of September 1958 through June 1959. Copies have been distributed to offices of the Agency and to all Training Officers.

If OTR finds it necessary change a scheduled date of a course, announcement will be made in the OTR Bulletin, or if necessary, in an OTR Special Bulletin.

TESTING IN FOREIGN LANGUAGES CONTINUES

We wish to remind our readers that OTR's foreign language proficiency testing is continuing, and that if they are interested in taking one or more of these tests they should check the schedule listed in Agency Notice

25X1A

Although the Notice is directed particularly, to those who are eligible for foreign language Maintenance Awards during the months of July through December, 1958, those who think they have achieved a higher level in a language than indicated on their self-evaluation, or recorded as a result of an earlier test, may also be tested on the scheduled date. They will be eligible for consideration for language Achievement Awards. Those who may be ineligible for an award at this time but who may wish to test their current levels of skill should also make the necessary arrangements for the language test.

All proficiencies that are determined from these tests are forwarded for inclusion in the Agency's Language Qualifications Register.

Approved For Release 2001/06/09 : CIA-RDP78-039200310007-1

CIA INTERNAL USE ONLY

INTELLIGENCE EXHIBITS IN SEPTEMBER

Employees of the Agency are invited to attend two exhibits to be presented in the R & S Auditorium as part of the Intelligence Orientation Course, Number 24. They have been scheduled as follows:

Support Exhibit Wednesday 17 September 1400 - 1600 hours

Intelligence Products Exhibit Thursday 18 September 0930 - 1200 hours

Guests from the Departments of State, Army, Navy, and Air Force have been invited to the Intelligence Products Exhibit.

CLERICAL SKILLS QUALIFICATIONS TESTS SCHEDULED FOR SEPTEMBER

Tests in shorthand and typewriting for employees who are required to meet the Agency's standards in these skills will be conducted on:

Monday, 8 September
Typewriting 1315 hours
Shorthand 1400 hours

Monday, 22 September
Typewriting 1315 hours
Shorthand 1400 hours

All tests are given in Room 508 1016 16th Street, N.W. Registration should be arranged by supervisors through their Personnel Placement Officers.

Employees who do not qualify at the Agency level of clerical skills may be enrolled in one of the Clerical Refresher Programs in which different levels of shorthand and typing are taught.

NON-CIA EDUCATIONAL OPPORTUNITIES IN THE WASHINGTON AREA

The Information Branch of the Registrar Staff/TR has received catalogs for the Fall Semester from colleges and universities in the Washington area.

These catalogs are available for reference in Room 2611 Quarters Eye. Or if you wish, information on courses, schedules, and requirements for admission may be obtained by calling extension 4625.

Of particular note at this time are dates of registration:

American University	12-17 Sep
Catholic University Undergraduate Graduate	23-24 Sep 25 Sep
Georgetown University	
Institute of Languages and Linguistics	15-17 Sep
School of Foreign Service	16-17 Sep
George Washington U.	18-19 Sep
Howard University	15-16 Sep
School of Advanced International Studies, John Hopkins University	22 Sep
University of Maryland	15-19 Sep
University of Virginia (Extension)	1-21 Sep

CIA INTERNAL USE ONLY

Approved For Relea (2007/06/09: CIA-RDP78-03921A000200310001-1

CIA INTERNAL USE ONLY

REGISTER NOW
FOR FALL TRIMESTER OF
VOLUNTARY LANGUAGE TRAINING PROGRAM

It is again time to register for the Voluntary Language Training Program. The Fall Trimester will begin on Monday, 8 September and will continue through Friday, 19 December of this year.

This is the program organized by the Office of Training to provide foreign language instruction before and after working hours. This new term will be the fifth trimester since the Program was inaugurated in May of '57. Since then 143 classes have been conducted in 14 languages: Chinese, Czech, Finnish, Arabic, French, German, Greek, Italian, Japanese, Persian, Polish, Portuguese, Russian, and Spanish. Of the total registration - 1,062 students - 64% completed the trimesters. Quite a few of these have already attained officially recognized levels of proficiency and they have thereby qualified themselves to be considered for assignments requiring use of the language, and meanwhile, have qualified for language awards.

Each trimester is 15 weeks and students, in addition to five hours of formal instruction, are required to complete seven hours of outside work each week; five of the seven, must be spent working with language tapes and records. For convenience of students, Training's laboratories are open from Monday through Friday and from 1000-1400 hours on Saturday.

Staff employees who are interested in taking advantage of this unusual opportunity to acquire, improve, or

to maintain their language skills are urged to register immediately for the coming semester. The Language and Area School/OTR will organize a class in a language when a minimum of five requests has been received. It is most important to register at the earliest possible date since no plans for a class will be made until the required number of applications for a language course has been received in the Registrar's office. Employees may request study in any foreign language - not only those in which instruction has been given previously.

Each applicant should submit Form 73, Request for Training. it he should specify his preference for attending a before-hours or an after-hours class. A Student enrolling for the first time and at the elementary level, or one presently enrolled in the Summer Trimester and who wishes to continue in the fall, needs only to follow this procedure. However, an employee enrolling for the first time and at a level above that of the beginner, in addition to completing Form 73, must be interviewed by a member of the Staff of the Language and Area School/OTR to determine his levels of proficiency for assignment in an appropriate class. For an appointment for interview, call

Coordinator for the Voluntary Language Training Program, or Mrs. on extension 4027. 25X1A

25X1A

Inquiries on matters of enrollment should be made of the Registrar/TR, extension 4005.

CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 CIA INTERNAL USE ONLY

LANGUAGE AND AREA TRAINING

Full-time Language Training

Applications for full-time study in languages should be submitted through the Training Officer to the Registrar/TR. They should be initiated well in advance (6 weeks, if possible) of scheduled starting dates in order to ensure sufficient time for examination by a Qualifications Review Panel which convenes regularly for this purpose, and whose approval is necessary before full-time training can be authorized.

Full-time instruction includes reading, speaking, and writing (RSW), except as indicated in <u>Advanced Chinese</u>.

Course	Date of Application Registrar's Office	Dates of Course
Chinese (Basic)	Immediately	15 September - 21 August 1959
Chinese (Advanced)	Immediately	15 September - 21 August 1959
French (Basic)	Immediately	8 September - 6 February 1959
French (Intermediate)	2 September	13 October - 19 December
German (Basic)	Immediately	22 September - 20 February 1959
German (Intermediate)	Immediately	6 October - 12 December
Japanese (Basic)	Immediately	6 October - 24 July 1959
Russian (Basic)	Immediately	8 September - 26 June 1959
Russian (Intermediate)	Immediately	2 September - 28 November
Spanish (Basic)	Immediately	2 September - 30 January 1959

Part-time Language Training

Applications for part-time language training should be submitted to Registrar/TR, at least two weeks before the starting date of a course.

Arabic (Classical) Basic Reading Two 2-hour classes a week	22 September	6 October	- 24 July 1959
Arabic (Jerusalem)	22 Sentember	6 October	- 6 March 195

Basic RSW - Phase I

Three 2-hour

Three 2-hour classes a week

CIA INTERNAL USE ONLY

SECRET

Approved For Release 2001/06/09: CIA RDP78-03921A000200310001-1 CIA INTERNAL USE ONLY

Part-time Language Training (contd)

Course	Date of Application Registrar's Office	Dates of Course
Arabic (Classical) Workshop - Reading One 3-hour class a week	22 September	6 October - 6 March 1959
Chinese (Basic) RSW - Phase I Three 2-hour classes a week	2 September	15 September - 13 February 1959
French (Basic) Reading Three 2-hour classes a week	29 September	13 October - 19 December
French (Basic) RSW - Phase I Five 2-hour classes a week	29 September	13 October - 19 December
French (Intermediate) RSW Three 2-hour classes a week	2 September	15 September - 21 November
German (Basic) Reading - Phase I Three 2-hour classes a week	29 September	13 October - 19 December
German (Workshop) Reading One 1-hour class and One 3-hour class a week	29 September	13 October - 19 December
German (Basic) RSW - Phase I Three 2-hour classes a week	2 September	15 September - 13 February 1959
German (Intermediate) RSW Three 2-hour classes a week	29 September	13 October - 19 December

SECRET CIA INTERNAL USE ONLY
Approved For Release 2001/06/09 : CIA6RDP78-03921A000200310001-1

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 SECRET CIA INTERNAL USE ONLY

Part-time Language Training (contd)

Course	Date of Application Registrar's Office	Dates of Course
Greek (Basic) RSW - Phase I Five 1-hour classes a week	2 September	15 September - 13 February 1959
Hungarian (Basic) Reading - Phase I Three 2-hour classes a week	2 September	15 September - 19 December
Italian (Intermediate) RSW		15 September - 21 November (Canceled)
Japanese (Basic) RSW - Phase I Three 2-hour classes a week	22 September	6 October - 6 March 1959
Polish (Basic) RSW - Phase I Three 2-hour classes a week	2 September	15 September - 13 February 1959
Romanian (Basic) Reading Three 2-hour classes a week	29 September	13 October - 19 December
Romanian (Basic) RSW - Phase I Five 2-hour classes a week	29 September	13 October - 19 December
Russian (Familiarization One 2-hour class a week	on) 2 September	15 September - 21 November
Russian (Basic) Reading - Phase I Three 2-hour classes a week	2 September	15 September - 19 December

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 SECRET CIA INTERNAL USE ONLY

Part-time Language Training (contd)

Course	Date of Application Registrar's Office	Dates of Course
Russian (Intermediate Reading - Phase I Three 2-hour classes a week) 2 September	15 September - 19 December
Russian (Intermediate Reading - Scientifi Three 2-hour classes a week		15 September - 19 December
Russian (Intermediate Reading - Economic Three 2-hour classes a week) 2 September	15 September - 19 December
Russian (Basic) RSW - Phase I Three 2-hour classes a week	2 September	15 September - 13 February 1959
Russian (Intermediate RSW - Phase I Three 2-hour classes a week) 2 September	15 September - 19 December
Spanish (Basic) Reading Three 2-hour classes a week	29 September	13 October - 19 December
Spanish (Basic) RSW - Phase I Five 2-hour classes a week	29 September	13 October - 19 December
Spanish (Intermediate RSW Three 2-hour classes a week) 2 September	15 September - 21 November
Turkish (Basic) RSW - Phase I Five 1-hour classes a week	2 September	15 September - 13 February 1959

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09 : CIA-RDP78-03921A000200310001-1 CIA INTERNAL USE ONLY

Part-time Language Training (contd)

Date of Application Registrar's Office Course

Dates of Course

Uzbek (Basic)

2 September 15 September - 24 April 1959

RSW

Two 2½-hour classes a week

Voluntary (Off-hours) Language Training Program - Fall Trimester

Any language for which a

Immediately

8 September - 19 December

minimum of 5 employees applies

Area Training

Asia - Economic Factors

26 August

1 September

16 September

9 September - 16 October

15 September - 19 September

30 September - 4 December

Regional Survey 1345 - 1645 hours Tuesday and Thursday Room 2132 Eye Building

Americans Abroad Orientation

0900 - 1200 hours

Daily

Room 2925 Quarters Eye

Italy Basic Country Survey

0900 - 1230 hours

Tuesday and Thursday

Room 2132 Eye Building

USSR - Integrated Language/Area 8 September 22 September - 19 December

Basic Country Survey

0900 - 1100 hours

Mon. Wed. and Fri.

Room 1-82 Quarters Eye

SECRET CIA INTERNAL USE ONLY

Approved For Release 2001/06/09 : CIA-RDP78-03921A000200310001-1

25X1A

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 SECRET CIA INTERNAL USE ONLY

Italy Basic Country Survey #1

30 September - 4 December 1958

This part-time course on Italy, offered for the first time, will be conducted for ten weeks from 30 September through 4 December 1958. Classes will meet on Tuesday and Thursday from 0900 to 1230 hours in Room 2132 Eye Building. A pre-enrollment interview with the Chief Instructor, Mr. F.

is required and may be arranged by calling extension 4437. Applications for registration should be in the office of the Registrar/TR before the close of business, Tuesday, 16 September.

The course is designed for personnel who cannot yet be considered overall experts in Italian affairs. It will combine a study of essential facts with an analysis of the major problems of Italy. Emphasis will be placed on such problems as: the continued strength and potential of the Communist Party, (largest in the Free World); the reliability and contributions of Italy as a major partner in the Western defense system; the prospects for the Christian Democratic Party to solve outstanding social and economic difficulties (with particular reference to the south) and an understanding of Italian mentality. These problems will be stressed in formal lectures and will be considered after students have familiarized themselves with basic factual data as needed. Students will participate in frequent discussions led by guest speakers, Chief Instructor, or members of the class.

Prospective students are advised to read Henry Stuart Hughes, The United States and Italy (Cambridge, Harvard University, 1953) and Muriel Grindrod, The Rebuilding of Italy (London, Royal Institute of International Affairs, 1955). These books are required texts. It is recommended that, in addition, students look at Gerardo Zampaglione, Italy (New York, Frederick A. Praeger, 1956) and Leonardo Olschki, The Genius of Italy (Ithaca, Cornell University Press, 1954). Copies of all of these books are available in the LAS Library, Room 2129 Eye Building. Additional information on the course may be obtained at the same office, extension 4437, or at the office of the Registrar/TR, extension 4005.

Auditors are welcome to attend both lectures and discussions as well as any of the films which may be available. If you wish to attend as an auditor and have the approval of your supervisor, please notify your Training Officer who will make your reservation at least 24 hours in advance by calling extension 4437. Admission will be on a space-available basis.

<u>Schedule</u>

All class time not accounted for in the schedule is reserved for enrolled students.

Legend: L - Lecture; D - Guided Discussion; P - Panel

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09 : CIA-RDP78-03921A000200310001-1

25X1A9a

Approved For Release 2001/06/09: CIA-RDRZ8-03921A000200310001-1 CIA INTERNAL USE ONLY

Part I - Basic Phase

30	September 1045 - 1115 1115 - 1230	L	Introduction to Course Survey of Italy's Strategic Importance to U. S.
2	October 0900 - 1015	L	Italy in American Foreign Policy
7	October 0900 - 1010 1115 - 1230	L L	Geography - Strategic and Economic Eras in the Evolution of Italy
9	October 0900 - 1020 1035 - 1145		Historic Roots of Present Problems Questions and Review
14	October		Formative Influences on Italian Civilization
. ~	0900 - 1015	I.	I - Through the Renaissance
	1030 - 1145	L	
16	October 0900 - 1015	L L	People I - Family and Local Scene (Individual and group attitudes and behavior)
	1030 - 1145	L	People II - National and International Scenes (Individual and group attitudes and behavior)
21	October		
	0900 - 1015		People III - Observations by Native-born Italians
	1030 - 1145 1150 - 1230	P D	People IV - Guidance on Living and Working with Italians People V - Summary and Conclusions
23	October		
	0900 - 1015		Social Institutions - Legal System, Church, Education
	1130 - 1230	L	Communications Media
28	October		
			Economic Structure
	1030 - 1145	L	Capital and Labor
30	October	_	Company Tarahan Makingal
	0900 - 1020	D	Government Structure - Local and National
	1130 - 1230	L	Civil Service
4	November	_	
	0900 - 1020	D	Internal Security Forces and the Military
	1130 - 1230	D	Questions and Review

SECRET CIA INTERNAL USE ONLY

Approved For Release 2001/06/09 : CIA-RDP78-03921A000200310001-1

CIA	INTERNAL	USE	ONLY
-----	----------	-----	------

6	November		Party	Structure and	Composition
	0900 - 1015	D	I -	Non-Communist	Parties
	1030 - 1115	D.	II -	Non-Communist	Parties - contd.
	1120 - 1230	D	III -	Communist and	Socialist Parties (PCI & PSI)

Part II - Problems Phase

13	November		
	1015 - 1125	P	Political Dynamics I - Basic Issues: Roles of Church, CD, PSI, PCI, MSI, PNM, etc.
	1130 - 1230	P	Political Dynamics II - Leadership and Parliamentary Tactics
18	November		
	0900 - 1015	P	Long-term Economic Problems: Deficiencies in Raw Materials, Competitive Pricing, Unemployment, etc.
	1030 - 1140	L	Depressed Areas (The Mezzogiorno)
	1145 - 1230	D	Questions and Review
20	November		
	0900 - 1015	P	Italy as a Mediterranean Power
25	November		
	0900 - 1020	L	Italy and Free Europe
2	December		
	0900 - 1015	L	Italy in the Western Alliance: Military Readiness, Relations with NATO, Popular Support of Western Strategy, etc.
	1120 - 1210	D	Questions and Review
4	December		
	1030 - 1145	P	Conclusions on Italy's Situation in the World Today

SECRET CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIASEDR78-03921A000200310001-1 CIA INTERNAL USE ONLY

NOONTIME MOVIE SCHEDULE

AUGUST AND SEPTEMBER

Employees of the Agency are invited to attend films scheduled to be shown during August and September at 1200 hours in Room 1-82 Quarters Eye. Some of the films are factual; others, feature. Those who wish to improve foreign language skills or to acquire additional knowledge of one of the areas identified in a title, will find films of considerable benefit. Permission to attend should be obtained from their supervisors.

28 August Thursday	"River Without Borders." French film. 21 minutes.
3 September Wednesday	"Die Rothschilds." German film. 110 minutes.
10 September Wednesday	"La Bataille Du Tonkin." (The Battle of Tonkin). French film. 30 minutes.
16 September Tuesday	"Soviet Black Sea Area." Russian film. 37 minutes. and "Minsk Today." Russian film. English track. 34 minutes
25 September Thursday	"Prelude to Madness" Italian film. 90 minutes.
l October Wednesday	"The Prisoner" English commercial film on Communist methods of brainwashing and interrogation. 90 minutes.

25X1A9a

Occasionally it may be necessary to substitute a film for one listed. Inquiries about the schedule and those related to the films may be made of on extension 2381.

SECRET
CIA INTERNAL USE ONLY

External Training

Fifth Institute on Electronics in Management

The American University will hold its <u>Fifth Institute on Electronics</u> in <u>Management from 3 November - 7 November 1958.</u> The general theme of the Institute will be Current Developments in Automatic Data Processing Systems. It is designed for executives, management specialists and automatic data processing personnel.

Topics to be discussed include:

Economics of Electronic Data Processing
Integrated Data Systems
Long-Distance Data Communication
Small Computers for Data Processing
Inventory Control
Economic Sorting Operations
Forms Design for Data Processing
Management Reporting Through Computer Systems
Automatic Character Reading
Information Storage and Retrieval
Simulation
Equipment Outlook

In the Workshop Sessions topics will include:

Developments in Programming Classification and Pay for Computer Personnel Procedures and Systems Redesign Feasibility Studies Selecting Equipment Auditing

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 CIA INTERNAL USE ONLY

Systems and Procedures Course

The American Management Association's <u>Systems and Procedures Course</u> provides comprehensive training in the principles, skills, and techniques of administrative systems work. The course is given in three one-week units, during a period of about three months. <u>Unit I</u> deals with Survey and Analysis of Administrative Systems and Procedures; <u>Unit II</u>, Diagnosis and Improvement of Administrative Systems and Procedures; and <u>Unit III</u>, Managing the Systems and Procedures Function. Course leaders are operating executives from business and industry. The dates of the course are: <u>Unit I</u>, 22-26 September 1958; <u>Unit II</u>, 27-31 October 1958; <u>Unit III</u>, 1-5 December 1958.

The Systems and Procedures Course is designed for:

Experienced systems engineers who require a broader concept of the systems function, and for the newcomers to the field

Systems group supervisors, who may require a review of basic and advanced systems concepts

Line and staff personnel who are responsible for directing their own systems groups or who are starting a new group

Management personnel whose work relates to that of the Systems Department

Professional Meetings

Professional meetings to be held within the next few months may be of interest to our readers who may wish to attend at their own expense or whose attendance may be sponsored by an office of the Agency.

In the Washington area:

American Association for the Advancement of Science 26-31 Dec Sheraton-Park Hotel

American Historical Association Mayflower Hotel 28-30 Dec

American Psychological Association, Inc. Mayflower and Statler Hotels 28 Aug- 3 Sep

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 SECRET CIA INTERNAL USE ONLY

Professional Meetings

In the Washington area: (contd)

Transportation of YMCA	Department,	International	Assembly	5-	7	Nov
International R		erence of YMCA	•	5-	7	Nov
Mayflower Hotel						

Other areas:

American Economic Association Palmer House, Chicago, Illinois	27-29	Dec
American Political Science Association Sheraton-Jefferson Hotel, St. Louis, Missouri	4- 6	Sep
Committee on South Asian Languages of the Association for Asian Studies Ann Arbor, Michigan		Oct*
Conference on Asian Affairs University of Missouri	17-18	0ct
Econometric Society		
Massachusetts Institute of Technology	26-28	Aug
Palmer House, Chicago, Illinois	27-29	
Modern Language Association of America	27-29	Dec
Linguistic Society of America Statler Hotel, New York (This will be held in conjunction with the meeting of the Modern Language Association)	28-29	Dec

SECRET CIA INTERNAL USE ONLY

^{*} Dates not confirmed

CIA INTERNAL USE ONLY

Registrar's Reminders

Information on content of courses can be obtained from your Training Officer, from the Information Branch/R/TR, and in the <u>OTR Catalog</u>. Approval and sponsorship of your supervisor are necessary in order to register in a course. Applications should be submitted through the Training Officer to the Registrar/TR, by the close of business of the date indicated in the schedule.

	<u>Course</u>	Date of Application Registrar's Office	Dates of Course
25X1A6a	* Administrative Procedures	29 Aug	8 Sep - 26 Sep
25X1A6a	Budget and Finance Procedures	3 Nov	10 Nov - 21 Nov
	Clerical Refresher Program Hours arranged after completi of pre-test 508, 1016 16th St.	8 Sep Lon	15 Sep - 10 Oct

Pre-testing for the Clerical Refresher Program is scheduled in Room 508, 1016 16th Street as follows:

11 September Typing Shorthand English Usage	0900 - 1000 0930 - 1100 1100 - 1200	
* Communist Party Organization and Operations Daily 0830 - 1230 hours 2202 Alcott	29 Sep	6 Oct - 31 Oct
Conference Techniques 2025 R & S 0930-1130 M & W	13 Oct	20 Oct - 29 Nov
Dependents' Briefing 117 Central	(Consult Training Officer)	2 Sep - 3 Sep

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1 SECRET CIA INTERNAL USE ONLY

Date of Application Registrar's Office Course Dates of Course Effective Speaking 29 Aug 8 Sep - 17 Oct 2025 R & S 0930-1130 M & W Effective Writing 29 Sep 7 Oct - 6 Nov 2025 R & S 0930-1130 T & Th Instructional Techniques .10 Nov 17 Nov - 21 Nov ** Intelligence Orientation 29 Aug 8 Sep - 3 Oct DDI, DDS R & S Auditorium Intelligence Research - Maps 29 Aug 8 Sep - 26 Sep 0900 - 1200, Mon., Wed., Fri. 2029 R & S ** Management - Basic 15 Sep 22 Sep - 3 Oct GS 12-14 Daily 0830 - 1230 hours 155, * Operations Support 29 Sep 6 Oct - 7 Nov 136, ** Supervision - Basic 29 Aug 8 Sep - 19 Sep GS 9-11 Daily 0830 - 1230 hours 155, ** Supervision - Introduction to 29 Sep 6 Oct - 10 Oct GS 5-7 Daily 0830 - 1230 hours 155, Writing Workshop 29 Aug 8 Sep - 3 Oct 0900 - 1200 hours 1st Wk: Mon., Tues., Thurs.

25X1A6a

25X1A6a

25X1A6a

25X1A6a

Last 3 Wks:

Tues., Thurs.

SECRET CIA INTERNAL USE ONLY

^{*} Please indicate phase in which employee is to be enrolled

^{**} Professional Employees Test Battery (PETB) is a prerequisite

Approved For Release 2001/06/09: CIA RDP78-03921A000200310001-1 CIA INTERNAL USE ONLY

"O" Series

Titles are identified in the CS edition of the OTR Catalog, January 1957.

-	- 11 1	25 Aug - 19 Dec
0-1	Immediately	
0-2	25 Aug	8 Sep - 17 Oct
0-4	8 Sep	15 Sep - 3 Oct
0-6	25 Aug	2 Sep - 26 Sep
0-8	29 Aug	8 Sep - 19 Sep
0-10	22 Sep	29 Sep - 10 Oct
0-12 (T-22)	3 Nov	17 Nov - 12 Dec
0-13	29 Sep	6 Oct - 24 Oct
0-15	13 Oct	20 Oct - 7 Nov
0-17	29 Sep	13 Oct - 7 Nov
0-24	Immediately	2 Sep - 26 Sep
0-25	8 Sep	15 Sep - 3 Oct
0-27	29 Sep	6 Oct - 17 Oct
0-28	29 Aug	8 Sep - 12 Sep
0-29	29 Aug	8 Sep - 26 Sep
0-30	29 Sep	13 Oct - 7 Nov

SECRET
CIA INTERNAL USE ONLY

Approved For Release 2001/06/09: CIA-RDP78-03921A000200310001-1

Next 2 Page(s) In Document Exempt